



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

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Update

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Formal Review

**Date Submitted** \_\_\_\_\_

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***SECTION I - Identification***

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**Working Title:** Labor Relations Specialist

**Department:** Transportation

**Job Code Number:** 131796

**Division & Bureau:** Human Resources

**Job Code Title:** Labor Relations Specialist

**Section & Unit:**

**Pay Band:** 6

**Work Address:** 2701 Prospect Ave.  
Helena, Mt 59620

**Position Number:** 14003

**Phone:** 406.444.6044

☐

FLSA Exempt

x

FLSA Non-Exempt

x

Non-Union

☐

MPEA

☐

Blue Collar

**Profile Completed By:** Rebecca Clinch/CMS

**Work Phone:** 406.444.6044

***Work Unit Mission Statement or Functional Description:***

The Human Resources Division provides leadership for a comprehensive human resource program for over 2,200 employees of the Montana Department of Transportation, located in five districts across the State of Montana and in the Helena headquarters. Division responsibilities include attracting and retaining a talented and diverse group of employees with career advancement potential; creating a organizational culture that encourages growth and continuous learning opportunities; promoting a high level of professionalism, innovation, and productivity; creating a safe working environment for all agency employees; and developing policies, systems, and service strategies that contribute to the welfare of the agency and employees while being mindful of our responsibility to maintain confidentiality, be supportive, and provide a flexible atmosphere. The Division maintains a supportive, customer-service orientation and is responsive to the changing needs and expectations of the agency we serve.

The Workforce Planning Bureau manages recruitment and selection; soft-skill and career development training for employees; ongoing workforce development initiatives and succession planning programs. The Occupational Safety and Health Bureau administers the following

programs: Occupational Safety and Health addressing compliance with standards, rules and guidelines applicable to general, construction and transportation industries and risk management. HR Operations manages the overall daily activities within the HR Division including but not limited to discipline, job classification, policy interpretation, labor relations, payroll liaison, HRIS administration and program administration (such as: FLSA, FMLA, Drug & Alcohol Testing).

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***Describe the Job's Overall Purpose:***

The Labor and Employee Relations Manager serves as an advisor to and manager for specific tasks projects assigned by the Administrator to ensure effective division operations. Responsibilities include labor relations administration, disciplinary guidance, contract negotiation, interpretation and response ,labor law enforcement and management, and overseeing the division's administrative support activities. The position also oversees the workers compensation program, return to work program, as well as unemployment insurance, The position serves as back-up to the HR Program and Policy Manager on personnel policy development, compensation administration, and career ladder administration. The position develops, recommends, and enforces strategic plans, policies, and procedures for addressing major issues of concern, and provides ongoing advice and oversight to the Division on the administration of program functions. The position reports to the Human Resources Division Administrator

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***SECTION II - Major Duties or Responsibilities***

*This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty*

***% of Time***

This position administers the daily operations of the Human Resources Division, to ensure efficient, flexible, and supportive operations while maintaining compliance with statutory responsibilities and related State and federal laws.

**A. Labor Relations**

**65%**

Serves as the agency lead in administering agency labor relations program. Monitors agency compliance with collective bargaining contracts. Provides advice and assistance to management in the resolution of grievances or other issues; informs managers and administrators of appropriate actions within the contract and takes responsibility for explaining actions to unions. Determines appropriate disciplinary action by reviewing contracts, policies and arbitration decisions and describes appropriate options to management. Monitors the consistency of disciplinary action within the agency. Prepares grievance correspondence by reviewing actions, the contract and researching the appropriate response. Prepares and presents management's case in hearings and arbitrations. Assists in contract negotiations by researching and evaluating proposals and recommending contract changes. Conducts investigations for bargaining union grievances. Develops and provides training for agency managers on bargaining obligations. Serves as a representative of the agency in contract negotiations.

Investigates alleged violations of agency personnel policy and recommends corrective action to administrators and managers.

Represents the state in unfair labor practice, decertification, unit determination, unit clarification, and other hearings before the Board of Personnel Appeals by preparing petitions, researching court precedent, arguing management's position, and writing briefs using knowledge of

collective bargaining law and administrative proceedings. Serves as primary contact for Union Representatives and Department of Administration Labor Relations to ensure both the department and unions are working collectively to ensure all policies, procedures, collective bargaining agreements are being administered consistently statewide, as well as

Provides disciplinary guidance to managers. Assists agency management in the preparation and administration of disciplinary action by reviewing documentation of problem, employee history and status, union contracts, state and agency policy, and past agency practice. Determines what, if any, action is necessary, and advises managers of necessary steps for improvement. Provides training to managers as a means of preventing discipline problems before they start. Provides recommendation to Division Administrator regarding proper actions and defensibility of actions if disciplinary action may involve suspension or discharge. Assists in the resolution of discipline/grievances at the earliest possible stage. Assists in preparation for hearings. Counsels employees on their grievance privileges and alternatives.

Provides recommendations to Division Administrator on potential problem areas requiring intervention.

Ensures that staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements. Resolves grievances at the lowest level whenever possible

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**B. Division Program Administration**

**30%**

Serves as a liaison with the Administration Division's Payroll section. Provides communication between HR and Payroll to ensure quality customer service to MDT employees. Provides oversight to tracking activity between position data and employee data in state and Department HR/Payroll software.

Serves as the agency lead and program manager of the workers compensation program, including the liaison to the Department of Administration Bureau in order to implement the return to work program.

Serves as the agency lead and program manager of the Drug and Alcohol Testing program as well as the reasonable suspicion program. Communicates with employees and Medical Review Officers to effectively return an employee back to work.

Ensures accurate and timely maintenance of the agency personnel files. Oversees agency service award program, and Division records management. Ensures customer service standards are met and responsive support for the Division is provided for a broad range of administrative support activities. Provides oversight to unemployment claims responses for the agency.

Serves as back-up to the HR Program and Policy Manager (14005) to ensure compliance with the Fair Labor Standards Act (FLSA). Explains law and current interpretations of rules to managers and employees. Resolves any FLSA problems or issues. Administers Family Medical Leave Act (FMLA) program for the agency. Provides training to employees and supervisors. Monitors activity to ensure compliance. Assists HR Program and Policy Manager

(14005) with the design, establishment and maintenance of the broadband pay plan. Develops agency salary compensation models and methods. Conducts market analysis for agency occupations. Proposes changes to pay plan rules as needed and designs explanatory materials to implement new pay plan.

Develops and implements personnel policies and procedures consistent with State and federal laws, regulations, and policies. Drafts policies, reviews and incorporates agency input, and provides recommendation to Division Administrator on implementation. Represents the interests of the agency in the development of State personnel policy by attending policy development meetings and providing input. Interprets State personnel policies for agency management and employees to ensure consistent and fair applications of policies in individual situations. Explains and interprets personnel policies or procedures and researches information or sources of help as needed for employees or supervisors to apply to the immediate situation. Investigates alleged violations of agency personnel policy and recommends corrective action to administrators and managers.

Assists HR Program and Policy Manager (14005) with classification oversight. Has delegated authority and serves as agency designee to review classification summaries submitted by agency HR Specialists for approval or further review. Represents MDT for DOA classification reviews as necessary.

Assists HR Program and Policy Manager (14005) with career ladder development/oversight. Assists supervisors with developing career ladders or will provide assistance to HR specialists in drafting career ladders for supervisors.

Develops and recommends work assignments to develop versatility and cross training among personnel within the Workforce Planning Bureau. Recommends and justifies requests for additional personnel.

Determines training needs of staff through analysis of program effectiveness, new technology and policies, and staff performance. Prepares, presents, or arranges training to ensure that the most current laws and practices are presented. Ensures consistency in the application of training opportunities for all staff. Ensures that personnel are properly supervised and trained to ensure that programs meet required standards.

Identifies staffing needs and recruits and hires employees. This involves ensuring compliance with State and federal employment and civil rights law throughout the hiring process, assigning selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.

Evaluates the performance of all positions directly supervised and completes performance evaluations. Implements and monitors corrective actions up to and including termination. Enforces disciplinary policies to ensure consistency in application of disciplinary action.

### **C. Other Duties**

**5%**

This position performs a variety of other human resources initiatives, project management, and public relations activities as assigned by the Division Administrator in support of MDT's mission and Division objectives. This includes representing the Department at conferences and meetings, directing special projects, and attending ongoing education and training as directed.

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1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

***The following mental and physical demands are associated with these essential functions:***

**PHYSICAL**

- 

**MENTAL**

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2. ***Does this position supervise others?*** ☐ Yes ☒ No

**Number directly supervised:**

**Position Number(s) of those supervised:**

3. ***Attach an Organizational Chart.***

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***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

The position requires an advanced knowledge of the principles and practices of Human Resource Management and Public Administration. This includes knowledge of state and federal employment laws; labor relations; laws and rules governing labor-management relations; contract negotiation techniques; personnel information systems; adult education and training methods and techniques; measurement techniques for training results/effects; conflict resolution; and the needs and business operations of the MDT. The position requires knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources. The position requires knowledge of human behavior and performance, individual differences in ability, personality, and interests; learning and motivation; and assessment. The position requires knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. The position requires knowledge of the principles and practices of public relations and business communications, and presentation and technical writing methods and techniques.

**SKILLS:**

Skill in the operation of a personal computer and business software applications (word processing, spreadsheets, databases, etc.); the operation of general office equipment; project planning and administration; speaking persuasively; conciliating; discerning other's underlying concerns; diffusing volatile situations; and designing and implementing human resource systems and policies. Critical thinking skills; use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and skill in determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Acceptable:* Business or Public Administration, Human Resources, Communications, Education, or related field.

**Other education, training, certification, or licensing required (specify):**

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |   |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years            |
| <input type="checkbox"/> 1 year                       | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years                      | <input type="checkbox"/> 5 or more years    |

**Other specific experience (optional):**

Other specific experience (optional): Four (4) years of professional level human resource management or administration experience.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

X Yes ☐ No

**Alternative qualifications include:**

Experience will substitute for education on a year for year basis.

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***SECTION IV – Other Important Job Information***

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☐ Fingerprint check

☐ Valid driver's license

☐ Background check

☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Bureau Chief:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Brent Rabe/Designee

Human Resources Administrator  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_